



# The United States District Court District Of Wyoming

## ECF Registration Form

The information on this form is required to register for an account on the Court's Electronic Case Files ("ECF") system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court. Please type your information in the fields below.

### Personal Information:

Last Name:	Last 4 Digits of Soc. Sec. No.:
First Name:	Mother's Maiden Name:
Middle Initial:	Suffix (Sr., Jr., etc.):
Are you a member in good standing of the bar for the U.S. District Court of Wyoming? <b>Yes</b> <b>No</b> <i>If Yes, Date Admitted:</i> <b>(See Local Rule 83.12.2)</b> <i>Otherwise, state the basis for your registration (e.g., receiver, mediator, admitted pro hac vice, etc.)</i>	
State Bar Number:	State Admitted:

### Firm/Office Information:

Firm Name:	
Mailing Address:	
City:	State:      ZIP(+4):
Phone: Fax:	E-mail (Transmission of ECF Notices to this address constitutes Service under the Federal Rules):
Additional E-Mail Addresses (optional-limit of two) (courtesy copies of ECF Notices will be transmitted to these addresses): 1.      2.	

### Other ECF Accounts:

I have an ECF Account in another district. Please assign me the same User Login indicated below for use in this district. I understand that the Clerk in this district will issue me a different password.	
District:	User Login:

Print, Sign, Date and submit completed form with original signature to:

**CM/ECF Registration  
Clerk of District Court  
2120 Capitol Avenue, Rm 2141  
Cheyenne, Wyoming 82001**

BY COMPLETING THIS FORM YOU CERTIFY AND AGREE TO THE FOLLOWING:

1. I have read the Court's most recent online documentation for CM/ECF Administrative Guide of Policies and Procedures, and General Orders (regarding electronic filing) located at: <http://www.ck10.uscourts.gov/wyoming/district/htmlpages/cmecf.html>, and the Local Rules located at: <http://www.ck10.uscourts.gov/wyoming/district/htmlpages/localrules.html>
2. I agree that the combination of my User Login and Password will serve as my signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States. Consequently, I agree to protect the security of my User Login and Password.
3. If I suspect someone is using my User Login and Password without my permission, I agree to change my password immediately using the ECF system's utility menu, and to notify the Clerk by e-mail at: [wyd\\_cmecf@wyd.uscourts.gov](mailto:wyd_cmecf@wyd.uscourts.gov)
4. A participant's registration with the Court's ECF system shall constitute a waiver of conventional service of papers. Other than service of a summons or complaint, I agree that the Service required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c) shall be given to me by electronic transmission through the Court's ECF system to the E-mail Address provided above. I agree that the notice of electronic filing provided to me, at the e-mail address I specified, via the CM/ECF system constitutes Service for the purpose of Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c).
5. I agree that I shall e-file in only those cases designated as an electronic case by the Court.
6. I understand that my User Name and Password will be assigned at training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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**For Court Use Only:**

User Login Assigned: \_\_\_\_\_

Date Login Created: \_\_\_\_\_

Initials: \_\_\_\_\_